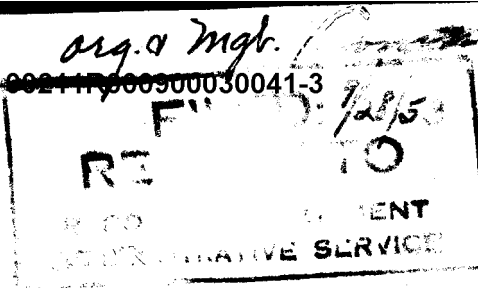


Security Information



25 September 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Discontinuation of Mail and Courier
Service on Saturdays

1. Attached is a proposed Agency notice providing for the discontinuation of the collection and distribution of inter-office mail on Saturdays, effective 3 October 1953.

2. The purpose of this notice is to eliminate, as far as possible, all overtime in this activity. During the fiscal year 1953, 13,007 man-hours were expended in overtime for mail, messenger, and courier service. This amount of overtime was required because of the over-all Agency needs for mail, messenger, and courier service on Saturdays, holidays, and other times when such services are required and because our T/O was not completely filled. Much of the overtime that is expended is for special purposes over which we do not have control in many instances. For instance, we render special courier service for OGI and provide three full-time couriers for this purpose. The amount of overtime expended by the couriers assigned to OGI represents approximately 20% of that expended for mail and courier functions for the entire Agency. Recent discussions with representatives of that office indicate that they will now be able to reduce their overtime requirements substantially. In the future, the overtime requirements for OGI will be as follows: Daily - 3 hrs. (3 couriers, 7:30 - 5:00); Saturday - 6 hrs. (1 courier).

3. I believe that with the recent emphasis throughout the Agency to eliminate overtime as far as possible, the messenger, mail, and courier service on Saturdays should be

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eliminated except for emergency use. If you agree with the proposed notice, we plan to have sufficient personnel on duty to provide service to the Director's office, pick up and delivery of cables, special courier service for CCI and for emergency purposes. This will require approximately six persons and will reduce by about fifty percent the amount of overtime now expended in this activity.

SIGNED

25X1

Chief, General Services Office

Attachment
Proposed Notice

CSO/RSD/LGC:ew (23 September 1953)

Distribution:
Orig. & 2 - Addressee
2 - Gen. Ser.

011000100

NOTICE
NO.

SUBJECT: Collection and Distribution of Agency Mail on
Saturdays

1. Recent inquiries to major offices of the Agency indicate that in most offices the daily schedule for the pickup and delivery of inter-office Agency mail is not required on Saturdays.
2. Due to budgetary limitations for the Fiscal Year 1954 and the necessity for restricting the hours of overtime work to the essential minimum, the following changes in the Agency mail system are effective 3 October 1953:
 - a. The collection and distribution of inter-office Agency mail by personnel assigned to the General Services Office will be discontinued on Saturdays.
 - b. Limited courier or messenger service will be available for emergency use only. This service may be obtained by calling Extensions .

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L. K. WHITE
Acting Deputy Director
(Administration)

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